Government Travel Charge Card Transition Plan

23 Apr 2008

P&R Dept, Fiscal Division, Finance Branch

Topics

- New Contractor
- Transition Plan
- Requirements
- Command Impact
- Traveler Impact
- Summary

New Contractor

- Services/Agencies chose Citi Bank (CB)
- CB chosen based on ability to meet requirements and a commitment to support DoD

Transition Plan

- Three phase transition plan:
  - Planning, Execution, Post Transition
- Conducting ongoing meetings to identify, finalize, and prioritize transition issues with:
  - Services, Agencies, DoD Travel Mgt. Office
- CB and BOA have dedicated transition teams

Command Impact

- Review and update contact information
  - Update mailing/email addresses and phone numbers, continuously throughout transition period
- PCS Season
  - Keep mailing addresses up-to-date in EAGLS, critical!
- Close accounts as necessary
  - Deceased/Separated

Command Impact (cont.)

- Reconcile Centrally Billed Accounts (CBAs) by 29 Nov 08
  - Marine Corps required to pay CBA accounts,

    plus interest after 30 days
- Attend GSA SmartPay conference 21-25 July
- Training will be conducted at regional sites, dates & locations to be announced

Traveler Impact

- Current cardholders will not have to complete new applications
- Must update mailing address for new card issuance and acknowledge receipt
- Travelers will receive training
- If TAD across contract transition dates:
  - *Must have new and old cards*
  - *Split disbursement in DTS to both banks*

Summary

- Citi is new contractor
- Last day to use old card 2359 on 29 Nov. ‘08
- Account info must be kept up-to-date (PCS season coming!)
- Card delivery will begin in Aug ’08
- CBAs (TMO and unit) must be reconciled
- TAD across transition date (30 Nov ’08) must have old and new cards

Summary

- Major command Agency Program Coordinators (HL3 APCs) are engaged and working transition issues now
- Monthly teleconferences with HL3s are ongoing
- Communications to the field; MARADMINs and Web site forthcoming
- Command involvement crucial to successful transition!